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**Civil Engineering**

**BLOCKING AND SECURING MOBILE HOMES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Mr. Vlahavas)  
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Certified by: HQ AMC/CES  
(Colonel Oleh Skrypczuk)  
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This instruction implements AFRD 32-60, *Housing*, to provide minimum standards and guidance for blocking and securing mobile homes on AMC installations. It applies to all personnel who occupy government or privately-owned mobile homes on AMC bases and is recommended for review by all mobile home owners. Home owner responsibilities are in AFI 32-6001, *Family Housing Management*. This instruction also applies to mobile homes utilized for purposes other than residences, e.g., office and storage areas. This instruction does not apply to Air National Guard and United States Air Force Reserve units. Copies of this instruction will not be issued to private mobile home owners for permanent retention.

**1. Procedures.**

1.1. Mobile home owners must take the following steps prior to installing a mobile home on AMC installations:

1.1.1. Contact the base housing office and submit an application for a mobile home space. When a mobile home space is assigned, the housing office prepares the AF Form 1505, **Permit for Mobile Home Space**, for the owner's and the installation commander's signature. After the AF Form 1505 is approved, the owner can move his mobile home into the base mobile home park. At the same time the housing office initiates an AF Form 332, **Base Civil Engineer Work Request**, and submits it to base civil engineering (BCE) customer service center for processing.

1.1.2. After the AF Form 332 is processed and the AF Form 103, **Civil Engineering Construction Permit**, is issued to the mobile home owner, the owner is responsible to install footings, anchoring devices, etc., in accordance with her or his owner's field installation manual, which was provided to him or her by the mobile home manufacturer at the time of the mobile home purchase.

1.1.3. Local or state laws may include requirements other than those presented in the owner's manual. It is the mobile home owner's responsibility to comply with those requirements. The

mobile home owner should contact the Division of Environmental Health of the state where the corresponding AMC base is located to request information affecting mobile home owner's tie-down requirements.

1.1.4. Notification of blocking and unblocking procedures. Contact base safety officer and BCE for assistance and adequacy inspection of blocking and unblocking procedures. Notification must be accomplished at least 5 workdays prior to starting blocking or unblocking procedures, and must provide the date and time work will begin.

1.1.5. Do not occupy or allow anyone inside the mobile home until final leveling is completed.

## **2. Responsibilities.**

2.1. Regardless of date of manufacture, mobile homes in Air Force base mobile home parks must meet minimum safety standards of the latest approved edition of American National Standards Institute (ANSI) A119.1, owner's field manual, or state requirements, whichever are more stringent. Mobile home owners must provide and install blocks, ground anchors, and tie-down straps. Home owners will implement the provisions of this instruction on all privately-owned mobile homes on AMC installations. Such blocking and securing shall be accomplished only by licensed mobile home movers or by a licensed contractor who has had at least 5 years of experience in blocking and securing mobile homes.

2.2. The BCE is responsible for blocking and securing government-owned mobile homes.

2.3. Competent representatives of the base safety office and the BCE will inspect the blocking and unblocking procedures to determine the adequacy of the system installed on privately owned mobile homes on AMC bases. The mobile home owner shall comply with the representatives' instructions and correct all blocking deficiencies found during the inspection prior to entering and occupying the mobile home.

2.4. The housing management office will advise mobile home owners of this instruction when AF Form 1505 is signed.

JACOB D. DUSTIN, Colonel, USAF  
Acting Deputy Director, Civil Engineering